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3 December 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

1. Since the consolidation of OTR in the C of C Building, the Language School's demand on the facilities of the Visual Aids Branch has increased dramatically. We have asked VAB to draw cartoons as visual stimuli for oral drill, produce wall charts to illustrate grammar points, manufacture boards for games that we have translated into foreign languages, mount maps and posters, do the art work and lay-out for the Language Highlights, produce film strips, laminate vocabulary cue-cards, etc., etc. The needs for visual aids in language training are great, and continuously increasing. Where distance hampered us from using the talents of VAB when we were in Rosslyn, proximity has now made us one of [] biggest consumers. We are extremely pleased with the high-quality product that the VAB provides us, but it is clear that our demands are beginning to strain its resources. We encourage consideration of increasing the size of the staff in the Branch.

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2. [] C/EUR, has requested language training in Russian. He will begin study at the Language School in January 1972 on a part-time basis.

3. CA Staff has a number of officers for whom language competence at the "3" level may be linked to promotion. Since they are anxious to raise these officers' language competence to that level -- most are "2" level speakers -- the component has decided to start a part time in-house course in French, with one of their own staff members as the instructor. We have offered to provide training for the instructor and suggestions for appropriate materials.

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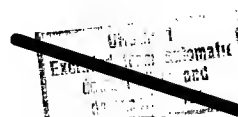
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4. Our testing specialist, [] met last week with [] to discuss ways of assessing objectively a prospective employee's ability as a translator. [] was interested in ways to test an individual's passive knowledge of the structure of a language. We showed him one of our reading comprehension tests and suggested some other testing techniques that might be of use [].

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5. The bulletin offering language training for wives who will be going overseas as dependents has been well received. Demand for the 13-week part-time course has been so great in French and Spanish that we will probably have classes of 6-7 students instead of the expected 3-4.

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6. [] visited EUR Division this week and talked with [] about Italian training. Besides discussing future requirements, topics such as proficiency levels and student aptitude were covered. They also visited the officer who handles WH training requests and offered invitations to all of them to visit the School. In time I would like to have all of the Training Officers and Branch Chiefs who supply our students come to LS for a first-hand look at our operation.

7. This week we tested one of our former students who three years ago studied Turkish full-time for about five months. He continued his language study during his two-year tour. Although he is an exceptional student, the results of his tests as a returnee show what further study in the field can do: he achieved a rating of "4" in reading and speaking and "4+" in understanding. If we could consistently get this type of follow-up to the basic courses we give at LS, the Agency would probably no longer need a Language Development Program.

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8. We held our monthly staff and faculty meeting on 1 December. The DDTR presented Certificates of Service to fifteen members of the faculty. [] received twenty-year certificates. The Executive Assistant/OTR was introduced to the group. I discussed information obtained at the recent Inter-agency Language Roundtable and from my recent visit to DLI/East Coast. [] announced that we would offer courses to instructors on tape production and the video recorder during the holiday break. [] presented the comments of the Faculty Advisory Committee, which dealt mainly with the planning underway for the International Luncheon.

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9. [] successfully completed her qualifying examinations for a PhD in linguistics at Georgetown University this week. She has already begun her dissertation, and should complete her degree work by the end of CY 1972. Although she is currently the Deputy Chief of the Romance Languages Department, [] has linguistic background in Lao, Thai and Vietnamese; her thesis will be a computer study of the influence of Chinese on the structure and vocabulary of Southeast Asian languages.

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10. [] met with Lloyd Swift of FSI this week to discuss their HILT (High Intensity Leverage Training) program. This program developed from an analysis of results achieved in "total immersion" training at Berlitz, which showed that total immersion was only effective in teaching oral skills when a factor was present which FSI calls "leverage." Leverage is defined as high proficiency in a closely related skill, usually strong reading proficiency in the language being studied, or speaking proficiency in a closely related language (e.g. Spanish-Portuguese or Lao-Thai). The FSI's HILT program consists of eight contact hours a day for two to four weeks, and the achievements made with adequate "leverage" are indeed impressive. If progress is not as much as required (e.g. the student reaches 2+ when his goal is 3), the student is put into a standard class for a few more weeks. It is not unusual for a student to go from 0 or 0+ to level 3 in the course of six or eight weeks of combined HILT and standard training, provided that the leverage was adequate and that motivation and aptitude were good.

11. Language School Statistics Week of 22 - 26 November 1971:

<u>Students</u>	<u>Classes</u>
Full-time - 80	Full-time - 30
Part-time - <u>194</u> (97 BAHLT)	Part-time - <u>47</u> (11 BAHLT)
(55 Hqs.)	(10 Hqs.)
TOTAL.....274	TOTAL.....77
Laboratory Hours: Language School - 78	
Headquarters - 76	

There were 10 proficiency tests given.

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[]
Chief, Language School